

Indian General Assistance Program (GAP) Alaska Peer Assistance Network

The EPA Region 10 - Alaska GAP Peer Assistance Network provides grants management, administrative, and/or financial management training, assistance and resources to Tribes who either have a GAP grant, or who seek to develop the capacity to successfully administer one. These efforts are provided by other Tribes or Consortia as peers.

Assistance may include regional workshops or training sessions in villages and hub communities, one-on-one assistance in villages, and/or may be conducted remotely over the phone, by email or by webinar. Assistance is appropriate for Tribal environmental staff funded by GAP (which can include administrators, bookkeepers, and/or Council members) who would benefit from improved understanding of GAP and EPA program requirements.

FY 13 Region of Alaska Served	FY13 Peer Assistance Provider
Northwest Arctic Kodiak	Alaska Native Tribal Health Consortia
Aleutian/Pribilof Region	Aleutian Pribilof Islands Association (APIA)
Yukon/Kuskokwim	Association of Village Council Presidents (AVCP)
Southeast	Central Council Tlingit Haida Indian Tribes of Alaska (CCTHITA)
Cook Inlet North Slope	Knik Tribal Council
Lower Cook Inlet, Prince William Sound, and Illiamna Villages	Port Graham Village Council
Through December 2012 Region of Alaska Served	Through December 2012 Provider
Yukon River Tribes	Yukon River Inter-Tribal Watershed Council (YRITWC)

EPA would like to expand service to those areas of Alaska that are not currently served. Applicants may consider providing statewide services or including Tribes beyond their geographic area.

Peer assistance is conducted through EPA Cooperative Agreements, which provides for greater EPA involvement than grants. Tribes and tribal consortia may apply for an Alaska Peer Assistance Cooperative Agreement for a maximum of \$75,000.

Funding for these efforts comes out of Region 10's annual GAP budget allocation. Proposals for Peer Assistance Cooperative Agreements will be evaluated for possible funding as a Supplemental Project after all base funding requests from tribes and consortia have been processed. Applicants interested in providing Peer Assistance should first discuss the idea with their EPA Project Officer.

Tribes or consortia interested in providing Peer Assistance through a Cooperative Agreement must submit a proposal (narrative, work plan components, and budget) by the proposal deadline of January 15, 2013. Consortia applicants will need to submit resolutions from member Tribes by March 15, 2013. The proposal should address all of the items in "Guidelines for Alaska Peer Assistance Cooperative Agreement Proposals" which follows:

Guidelines for Alaska Peer Assistance Cooperative Agreement Proposals

Please include or address the items noted below in proposals

Narrative Section

- Describe past history of being a Peer Assistance Provider, if applicable.
- A description of a history of good grants management, both on a project level and financially with examples of successful administrative and financial management of EPA grants.
- A description of the ability to provide, or experience in delivering quality assistance to a group of Tribes.
- The names of Tribes that have expressed a desire to obtain assistance.
- A description of how Tribes who request assistance will be prioritized for receiving such assistance (for instance it may be first come, first served).
- If the applicant is a current Peer Assistance Provider, or has been one in the past, please include a description of any training or certification obtained by staff.
- A description of group trainings or workshop topics to be covered.
- A description of which Tribal staff members will be assisted by the Peer Assistance Provider (i.e. Environmental Coordinators, Tribal Administrators, Bookkeepers, and/or Council Members).
- A description of possible training materials that may be used (and whether they may have already been developed or will be developed as part of the agreement).
- Include the EPA Peer Assistance Roles and Responsibilities Statement. *Applicants may obtain this statement from their Project Officer.*

Work Plan Components

- If needed, identify any skill-development needs and training courses for the staff (i.e. Peer Assistance Provider) in the work plan as commitments or outputs (for example OMB Circular Training, etc.).
- Commitments or outputs to conduct needs assessments of the Tribes to identify training or assistance needs.
- Commitment or statement that the Provider will communicate with the EPA Project Officer about the Tribes who request assistance (the intent is to offer the best possible support to the Tribes).
- Commitment or output to submit trip reports for any travel conducted under this grant for site visits, conferences or workshops, etc.
- Commitments or outputs to conduct follow up after assistance was provided, to determine if the Tribe(s) still need additional assistance (this may be revealed in evaluations or feedback obtained).
- Commitments or outputs to submit copies of the needs assessments, and the feedback or

evaluations from all assistance to EPA, including any demonstration of what was gained as a result is appreciated.

- A description of group training/workshop topics to be covered (i.e. financial management, grant management, grant writing, Board or Council development, policies and procedures, etc.). This may be included as commitments or in the Narrative section or in the work plan.
- Commitment or output to attend 80% of EPA-hosted Peer Assistance teleconferences and meetings.
- Commitment or output to gather at least one positive testimonial from Tribes served.
- Commitment or output to submit an annual report to EPA. This report should include information on Tribes that had ongoing issues, and what were the various approaches used or recommended to address them, and whether those issues were resolved.
- Commitments or outputs to describe or summarize per quarter the following performance measures:
 - a. Number of requests for assistance.
 - b. Number of Tribes actually served, including who was served (job titles), and topics addressed.
 - c. Number of site visits, including who was served (job titles), and topics addressed.
 - d. Description of any workshops or group trainings held. Including topic areas covered, job titles of those in attendance, and number of attendees.
 - e. Number of Tribes in service area who have experienced GAP-funded employee turnover
 - f. Whether needs assessments were completed prior to assistance.
 - g. If follow up was conducted after assistance, or the evaluations indicate whether there was evidence that the assistance provided resulted in eliminating the originally identified needs, or if more training/assistance is needed.

EPA conducts an annual review of Peer Assistance Network efforts. Therefore, EPA requires that applicants for Cooperative Agreements fully address these Guidelines in their proposals, and be willing to provide further detailed information to EPA upon request.

EPA Region 10 staff work closely with Peer Assistance Providers to address tribal needs in Alaska as they relate to successful GAP grant administration. EPA intends to have a consistent approach in serving tribes through Peer Assistance. As needs are identified, EPA staff and Peer Assistance Providers will collaborate to seek solutions. Minor work plan modifications may be required to ensure tribal needs are addressed.

More information, including a list of Frequently Asked Questions (FAQ's) and contact information for the current Peer Assistance Network Providers is available on EPA's tribal website at:

<http://yosemite.epa.gov/R10/TRIBAL.NSF/Grants/circuit>

If you have questions, please contact Martha Barber at (907) 271-5079 or 1-800-781-0983 or by email at barber.martha@epa.gov